

Please complete and sign this form.
Attached completed form as a PDF file
and e-mail to Purchasing Manager

THE UNIVERSITY OF IOWA REQUEST FOR CONFIDENTIAL DOCUMENT DESTRUCTION BIN KEY ACCESS

In order to receive an exception from the University of Iowa to have key-holder access for a confidential document destruction bin it is required the key-holder follow the requirements detailed within this form.

Requestor Name: _____ Phone Number: _____

Email: _____ Date: _____

On behalf of the _____ Department, I am requesting that the following individual be authorized for key access to the confidential document destruction bin(s) in our department for the following exception reasons:

Number of Bins: _____

Bin Location(s): _____

Key will be kept and used by (please note that if key holder is changing both new key holder and previous key holder should be noted:

Justification for the need of key:

Employees must:

*Keep the key in secure location and access provided to only the designated user on this form.

*In the event key is no longer needed Purchasing should be notified and the key returned to the current confidential document destruction supplier.

*The key must be used only for retention of documents that should not have been destroyed.

Department Responsibilities:

*Maintaining integrity of confidential document destruction bin location and documents.

*Ensuring that if key holder responsibilities change to submit a new form to the Purchasing Department.

Department Authorization

Date

Purchasing Department

Date

Title: